

The Tempe Way



MISSION:

To make Tempe the best place to live, work and play.

VALUES:

People... Integrity... Respect... Openness... Creativity... Quality...

LEGAL SPECIALIST I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of legal secretarial, stenographic, and general clerical duties in support of the City Attorney's Office.

Supervision Received and Exercised:

Receives general supervision from the Legal Executive Assistant or from other supervisory or management staff.

Distinguishing Characteristics:

Legal Specialist I

This is the entry-level class in the Legal Specialist series. This class is distinguished from the Legal Specialist II by the performance of more routine duties under close supervision.

Legal Specialist II

This is the full journey level class within the Legal Specialist series. Employees within this class are distinguished from the Legal Specialist I by the performance of the full range of duties as assigned including two years of legal secretarial experience in civil litigation. Employees at this level receive general instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the lower class of Legal Specialist I, or, when filled from the outside, require two years of prior legal secretarial experience in civil litigation. Appointment to the higher class requires that the employee has two years of legal secretarial experience in civil litigation and is performing the full range of journey level duties assigned to the class.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Effective November 1988

Revised March 1996

Revised March 2002 (change to flex-class)

CITY OF TEMPE

Legal Specialist I/II (continued)

Duties may include, but are not limited to, the following:

- Take and transcribe dictation for the drafting of a variety of correspondences and legal documents including resolutions, ordinances, legal opinions, contracts, and briefs, leases and agreements; prepare deeds, complaints, other pleadings and general correspondence from copy or rough draft.
- Act as receptionist providing information and assistance to the public; screen telephone calls and requests for information, routing to appropriate staff member, department or agency; independently respond orally or in writing to routine requests for information; explain departmental policies and procedures.
- Maintain docket of cases filed by and against the City; notify responsible attorney of due dates for filing appropriate responses in lawsuits and trial settings.
- Compile and assemble various legal materials from files and other sources for City Attorney's use in providing legal assistance and in the preparation of other legal documents and opinions; prepare preliminary drafts of legal forms for review and finalization by supervising attorney.
- Perform general clerical work including filing, scheduling appointments and meetings; file and index office records, legal documents and library materials; proofread ordinances, briefs, real estate descriptions and other materials for accuracy, completeness and punctuation.
- Maintain inventory of office supplies; order stock when necessary.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Legal Specialist I

One year of responsible secretarial experience in a Legal office.

Legal Specialist II

Two years of responsible legal secretarial experience in civil litigation.

Training:

Effective November 1988

Revised March 1996

Revised March 2002 (change to flex-class)

CITY OF TEMPE
Legal Specialist I/II (continued)

For both levels, requires the equivalent to the completion of the twelfth grade supplemented by specialized legal secretarial training. An Associate's Degree is preferred.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.

Job Code: 1359/1361

Salary Range: 16/19

Compensation Plan: P40 / Regular

FLSA: Non-Exempt